

RUTH ANN BEIDEMAN, CHAIRPERSON  
SALLY BEAUMONT  
JAMIE MAGEE  
PENNY ORNDORFF  
SCOTT PHILLIPS



LARRY SAVAGE  
FRANCINE SHOCKLEY  
ANNA SHORT  
FRAN SMITH  
HELEN SMITH

## Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County

### Conference Planning Subcommittee Meeting

September 21, 2015

A meeting of the Conference Planning Subcommittee of the Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County was held on Monday, September 21, 2015, at the Sussex County Administrative Offices West Complex, 22215 North DuPont Boulevard, Georgetown, Delaware. The following members of the Advisory Committee were present:

Sally Beaumont  
Ruth Ann Beideman  
Michelle Griffith (nonvoting member)  
Jamie Magee

Scott Phillips  
Larry Savage  
Francine Shockley  
Helen Smith

Other attendees included:

Anthony DelFranco  
Linda Rogers

Barbara Spray  
Stephanie Tucker

### **Call to Order**

Sally Beaumont, Subcommittee Chair, called the meeting to order at 11:50 a.m.

### **Approval of Agenda**

A Motion was made by Helen Smith, seconded by Francine Shockley, to approve the Agenda as posted. Motion Adopted by Voice Vote.

### **Planning for Annual Conference**

- Sally Beaumont advised that Uber will not be participating in the conference. Logisticare, LLC, will be taking their place on the panel.
- Anthony DelFranco and Sue Webb will send out conference notification to their email contact lists.

- Due to Committee member Janice Moseley's passing, her name will be removed from the program.
- The program will be revised to reflect "Bonnie Hitch" instead of Bonnie Hitchens.
- Michelle Griffith's name will be added to the program.
- Amber Woodland will finalize the program.
- Chip Guy, Sussex County Communications Director, is to be kept in the loop regarding publicity. Anthony DeFranco will write a press release from CHEER and submit a copy to Scott Phillips, Program Manager, for forwarding to Chip Guy for approval.
- Of the 25 invitations sent out to vendors, at this point only 12 have confirmed they plan to attend. It was suggested that invitations be sent to those vendors who were not a part of the original 25. Generations, Ocean Limo, and Capital Cab were also mentioned as possible vendors.
- Sally Beaumont and Scott Phillips will meet with Judy Lodge of CHEER on October 20<sup>th</sup> at 3:00 p.m. at the CHEER Community Center to go over the room set-up.
- Jamie Magee and Fran Smith will arrive at 7:30 a.m. on October 21<sup>st</sup> to greet and direct the vendors to their respective tables.
- Ruth Ann Beideman, Francine Shockley, Barbara Spray, Anna Short, and Scott Phillips will arrive by 8:30 a.m. on October 21<sup>st</sup> to be ready for registration at 9:00 a.m. Scott Phillips will handle those individuals who have registered but not paid.
- There will be approximately 12 students from the University of Delaware who will serve as runners to assist with questions submitted, the ice-breaker, and evaluations.
- There will be two reserved tables – one for Committee members and one for the speakers.
- Sally Beaumont will take care of table signs.
- As people sign in, it should be determined if they need special accommodations, such as a seat near the podium due to hearing loss, assistance with lunch, etc.
- Scott Phillips is taking care of signage which will show people where to enter the parking lot.
- 150 folders will be put together to start.
- 150 box lunches will be ordered, but more can be added up to the day before the conference.
- Sally Beaumont, Fran Smith, Francine Shockley, Linda Rogers, Barbara Spray, and Sue Webb will stuff the folders on October 14<sup>th</sup> at 1:00 p.m. in the Sussex County Council Chambers.

**Adjourn**

There being no further business, a Motion was made by Jamie Magee, seconded by Helen Smith, to adjourn at 1:05 p.m. Motion Adopted by Voice Vote.

Respectfully submitted,

Ruth Ann Beideman  
Acting Secretary